

Examination Announcement



California State Auditor Bureau of State Audits

AUDITOR SPECIALIST I, BUREAU OF STATE AUDITS (JC90/4112)

PROMOTIONAL FOR: BUREAU OF STATE AUDITS

SALARY RANGE: \$5,079.00 - \$6,483.00

COMPETITION LIMITED TO: Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Sections 18990, 18991, or 18992.

HOW TO APPLY: All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be **received by 5:00 p.m. on the final filing date.**

Submit applications to: Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact: Lynne Gaal
916-445-0255

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, "or" II, "or " III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) **and**

Either I

Six months of experience in California state service performing professional auditing in the Bureau of State Audits at a level equivalent to Auditor Evaluator II, Bureau of State Audits.

Or II

Three years of increasingly responsible experience performing professional auditing with at least 18 months experience in information systems auditing and automated systems programming and analysis. Experience must have included the preparation of written audit reports and the presentation of recommendations to management. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Auditor Evaluator II, Bureau of State Audits, for at least six months.)

FINAL FILING DATE: FEBRUARY 12, 2010

THE POSITION: This is the journey person in the series. Under supervision, incumbents audit a wide range of less complex information systems while gaining increased technical knowledge and experience leading to more complex information systems audits and assignments; review and evaluate information system controls; assess the reliability of computer-generated data; perform data conversions and merges; perform complex analyses using electronic data and/or audit software; assist nonspecialist auditors with data processing issues related to audit work including obtaining electronic files and performing analyses using electronic data; and assist with the development of and conduct training courses.

Position(s) exist in Sacramento only.

SPECIAL REQUIREMENTS: Willingness to travel, work away from headquarters, and work long and irregular hours.

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

SCOPE

Knowledge of:

1. General accounting and auditing principles and procedures.
2. Principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods.
3. Research and information gathering techniques.
4. Basic principles and practices of descriptive and inferential statistics.
5. Operations, procedures, functions and work standards of the office.
6. Computer source languages such as Assembly, FORTRAN, COBOL, Rpg, and Basic.
7. Job control language, utilities, and processing conventions with large databases.
8. Report writer packages such as Culprit and/or Mark IV and other audit software such as ACL.

Ability to:

1. Apply the required knowledge.
2. Learn and apply specialized information systems auditing methods and procedures.
3. Clearly understand audit objectives.
4. Develop approaches and methodologies to meet audit objectives.
5. Identify controversial or sensitive issues affecting the audit.
6. Plan, organize, and effectively communicate with office management and audit teams.
7. Provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques.
8. Reason logically and creatively and use a variety of analytical techniques to resolve problem.
9. Develop and evaluate alternatives to resolve problems identified.

ADDITIONAL INFORMATION:

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at www.spb.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.
- **Who Should Apply:** This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.